

TRICARE Early Eligibility (EE) Process: To qualify and document Soldiers in receipt of valid alert or mobilization orders for early eligibility for TRICARE benefits

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Receive and forward Alert and Mobilization Orders	ARR Watch Team receives Alert and Mobilization Orders from DA and forwards to HRP Personnel Actions Branch.				
2	Receive Alert and Mobilization Orders	HRP Personnel Actions Branch receives Alert and Mobilization Orders from ARR Watch Team.				
3	Input data (EE Database)	HRP Personnel Actions Branch enters unit identification code (UIC), alert date, mobilization date, alert order number, mobilization order number, number of personnel, named contingency, State, and Unit name into the EE Database.			EE Database	After the UIC is input the EE Database automatically retrieves current UIC detail (e.g. name, SSN, etc.) from TAPDB-G. The information from TAPDB-G is updated from SIDPERS.
4	Validate UIC's Deployment Roster (GKO)	State G1 validates Soldiers are on UIC and are projected to deploy. This step may happen many times in a single mobilization. The State G1 is required to complete any time another Soldier is added to or removed from the UIC in SIDPERS for deployment purposes (e.g. cross-level, back fill, attrition, Individual Mobilization Augmentee (IMA), etc.).			GKO	
5	Update batch statistics (EE Database)	HRP Personnel Actions Branch updates EE database batch statistics with UIC's Deployment Roster.			EE Database	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Create and forward EE transaction data file (EE Database)	HRP Personnel Actions Branch creates and forwards transaction data file to DMDC (through NGB Army Information Systems) daily for accuracy review.			EE Database	
7	Receive file and perform data accuracy checks (DEERS, SAS)	Defense Enrollment Eligibility Reporting System (DEERS) and SAS perform accuracy check on the data including checking the transaction type against the master file (SQL database), checking for the DEERS record to match the SSN, etc.			DEERS SAS	
8	Error present?	SAS and DEERS perform accuracy checks and if error is present, create error summary and detail error file. If no errors present, approved transactions are put into DEERS.			DEERS SAS	
9	Input approved transactions to (DEERS, PFD)	If no errors present, PFD inputs/updates approved transactions into DEERS.			DEERS PFD	
10	Receive error summary	HRP Personnel Actions Branch receives the error summary and detail error file (when applicable) via system generated automatic email.				
11	Research and resolve errors (EE Database, RAPIDS)	HRP Personnel Actions Branch will attempt to research and resolve issues in RAPIDS or EE Database.			EE Database RAPIDS	
12	Require State resolution?	HRP Personnel Actions Branch determines if error resolution requires State G1 action (e.g. SIDPERS update, deconflict orders, etc.).				
13	Receive resolution request	If needed to resolve error, State G1 receives the error resolution request via email from HRP Personnel Actions Branch.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
14	Resolve error (GKO, RAPIDS, SIDPERS)	If necessary, State G1 resolves error in SIDPERS, GKO, and/or RAPIDS.			GKO RAPIDS SIDPERS	